



# PANHANDLE HEALTH DISTRICT

*Healthy People in Healthy Communities*

**DISTRICT 1 BOARD OF HEALTH**  
**8500 N. ATLAS ROAD, HAYDEN, IDAHO 83835**

**September 30, 2010**

## **Minutes**

8500 N. ATLAS ROAD  
HAYDEN, IDAHO 83835  
[www.phd1.idaho.gov](http://www.phd1.idaho.gov)

### **Board Members Present:**

Marlow Thompson, Chairman  
Chris Beck, Vice Chairman  
Allen Banks, Ph.D.  
Jon Cantamessa  
Walt Kirby  
Richard McLandress, M.D.  
Cornel Rasor

### **Staff Present:**

Jeanne Bock  
Jerry Cobb  
Mary DeTienne  
Jim Fenton  
Mashelle Kenney  
Dale Peck  
Cynthia Taggart  
Lora Whalen

### **Others Present:**

Nancy Stricklin, Attorney  
Representative Anderson  
Representative Nonini  
Larry Spencer, Citizen  
Barry Burnell, DEQ  
Jane Kirby, Citizen

Chairman Thompson called the Board of Health meeting to order at 1:00 p.m. Chairman Thompson welcomed Representatives Anderson and Nonini, and Mr. Spencer.

### **Public Comment Session**

Chairman Thompson called for public comment.

Mr. Spencer presented his concerns on the five-acre rule and would like the Board to put it on a future agenda and direct staff to research the topic of aquifer protection and economic growth for new technologies.

### **Divisional Reports**

**MOTION:** Walt Kirby moved to accept divisional reports into the record; seconded by Allen Banks. All in favor; motion carried.

### **Review of Minutes—July 29, 2010, Board of Health Meeting— Marlow Thompson**

Chairman Thompson called for corrections or changes to the July 29, 2010, Board of Health meeting minutes.

**MOTION:** Allen Banks moved to approve the minutes of the July 29, 2010, Board of Health meeting; seconded by Walt Kirby. All in favor; motion carried. Minutes approved as submitted.

### **Legislative Update – November 3, 2010 – Lora Whalen**

Chairman Thompson asked the Board for recommendations on scheduling a legislative update for November 3 with a regular Board meeting. Representative Nonini appreciates the annual legislative updates and feels it is a good time to exchange information with PHD. Representative Anderson feels it is important to put faces to the names of the staff at PHD and thinks it would be beneficial to have an update this year.

Ms. Whalen will proceed with arrangements for a legislative update on November 3, 11:00 a.m. followed by a regular Board of Health meeting at 12:30.

### **Environmental Common Sense Committee/Taskforce Representation – Chris Beck**

Ms. Whalen gave the Board a synopsis of a meeting she, as well as Dr. McLandress, Mr. Beck and Representative Nonini attended on September 14, 2010, to discuss the five-acre rule with Allen Worst and Larry Jeffres of RC Worst; DEQ, and other city and county representatives. Mr. Worst and Mr. Jeffres are interested in exploring the feasibility of reducing the rule to 2.5 acres. The meeting was a gathering to determine if the subject should be brought up at the Environmental Common Sense Task Force Subcommittee which Mr. Worst and Mr. Jeffres are members. Dr. McLandress added that this group had not been involved in the history of the five-acre rule and reminded the Board that PHD's focus is public health, realizing that there is a socioeconomic impact.

The first Environmental Common Sense Task Force meeting is tentatively scheduled for the third week of October or second week of November. Representative Anderson would like to see communication regarding the five-acre rule. Ms. Whalen thanked Representative Nonini and Representative Anderson for including the Health District in the communication.

#### **Contract for Lora Whalen – Marlow Thompson**

Ms. Whalen and her legal counsel have reviewed the Employment Agreement contract. Mr. Thompson and Ms. Whalen recommend signing the contract as drafted.

**MOTION:** Walt Kirby moved to allow Chairman Thompson to proceed with signing of the Employment Agreement Contract between Panhandle Health District and Lora Whalen; seconded by Allen Banks. A roll call vote was taken:

Walt Kirby – Aye  
Jon Cantamessa – Aye  
Chris Beck – Aye  
Marlow Thompson – Aye  
Cornel Rasor – Aye  
Richard McLandress – Aye  
Allen Banks – Aye

The Board unanimously agreed to the signing of the contract.

#### **Fiscal Report – Jim Fenton**

##### **▪ Monthly Financial Report**

The August 2010 ending cash balance was \$2,127,861, which is approximately 2.68 months cash reserves. Mr. Fenton reviewed the budget to actual worksheet:

- Year-to-Date Revenue: Permit and fee revenue was under budget by 10% (\$15,315); Health Services revenue was over budget by 1% (\$4,631) for Home Health and under budget by 3% (\$2,856) for Family and Community Health.
- Personnel Expenditures: Salaries were under budget by 2% (\$13,625) and benefits were under budget by 11% (\$40,217) due to premium holiday for two months and the insurance premiums did not increase as expected.
- Operating and Capital Expenditures: Operating expenses were under budget by 10% (\$43,881). The positive variance of \$10,300 for Repair and Maintenance Services is due to the painting and carpeting in the Sandpoint and Kellogg offices. The positive variance in Specific Use Supplies is for vaccines that have not yet been purchased.
- Building Payments: The interest rate on the Hayden building has been reset for the next five years at 1.52%. The Capital Lease line shows under budget since more is being paid on principal and less on interest.

The Budget to Actual Summary shows that revenue and expenditures are both under budget. The difference in the two is a positive variance of \$5,116.

##### **▪ Panhandle Health District Collection Policy 4-5**

Chairman Thompson explained that this is a new policy that describes the district's policy on collecting past due accounts. The policy includes Environmental Health's Critical Materials Program as well as Family and Community Health and Home Health.

**MOTION:** Chris Beck moved to approve the Panhandle Health District Collection Policy 4-5 striking the revision number at the bottom of the policy presented; seconded by Dr. McLandress.

**Discussion:** Dr. McLandress asked if this policy allows the director to review collections on a case-by-case basis. Mr. Fenton confirmed that it does. Dr. Banks asked if it is worth the effort for a \$10 past due account. Ms. Whalen explained that at the end of the 180 days clients are given the opportunity to pay their past due accounts. Last fiscal year PHD received over

\$11,000 in collections. Ms. DeTienne will look into the analysis of the cost of collecting a \$10 past due account.

Chairman Thompson called for the question; All in favor; motion carried.

▪ **Preliminary Legislative Audit Report FY 08-09**

Mr. Fenton reported that the Preliminary Legislative Audit Report is still a draft and has not been released. Two issues on the audit were: An oversight on the SEFA Schedule which is supplementary schedule to the balance statement that lists all the federal contracts PHD has; and program eligibility documentation. Both issues have been corrected.

**Institutional Controls Program (ICP) Box-Basin Update – Jerry Cobb**

Mr. Cobb presented a brief overview of the ICP Box and Basin project and the Record of Decision (ROD) which is a 15-20 year document that comes at the end of the project that is being amended. The amendment will document the final remedy for surface water and soil sediments and source material where clean-up actions were implemented in the upper basin.

Mr. Cobb explained that there are concerns with ROD Amendment such as flooding as it relates to managing barriers; road degradation which could lead to recontamination; and the convenience and cost of disposing the contaminated soil. Community concerns with the amendment are the scope and size of the program; the project schedule of 90 years; project cost; and impacts to mining.

Commissioner Cantamessa reported that the community's perception of the ICP program is very positive.

**Director's Report – Jeanne Bock/Lora Whalen**

▪ **All District Staff Meeting – September 24, 2010**

Ms. Whalen and Mrs. Bock reported that the recent meeting of all staff was very well received from employees and very worthwhile.

- Retention Awards Summary: A total of 28 staff received retention awards. Six for five years of service; five for ten years of service; ten for 15 years of service; three for 20 years of service; three for 25 years of service; and one for 30 years of service.
- Top Methods to Better Communicate the Value of Public Health to Communities: Intent was to ask employees to tell us what the value of what their work was to public health and seek input on how we could better communicate the value that Public Health provides to our communities.

▪ **Project Health Foundation Fundraising Report**

The Project Health Foundation board and employees donated items to the silent auction that was held at the All District Staff meeting and made \$1000 for the Project Health Foundation and the kayak raffle raised another \$200.00.

▪ **Board of Health Retreat**

The Board will meet on October 28 at 11:00 a.m. at the Mason Stricklin conference room.


▪ **Transition Calendar for Ms. Bock and Ms. Whalen**

The Board received a calendar of Ms. Bock's and Ms. Whalen's transition schedule.

▪ **Retirement Event for Jeanne Bock, October 13, 2010**

Ms. Bock's retirement celebration is Wednesday, October 13, at the Avondale Golf Club in Hayden.

There being no further business, the meeting adjourned at 2:50 p.m. The next regular Board meeting is scheduled for November 3, 2010, immediately following the Legislative Update.

  
Marlow Thompson, Chairman      11/3/10  
Date

  
Jeanne Bock, Director and      11/3/10  
Secretary to the Board      Date